

Chief judge briefings for VIRTUAL CONTESTS to be giving to judges, times, and ballot counters.

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INSTRUCTIONS

The List of Items to Bring to the Briefings is self-explanatory. Be sure you connect with the Contest Chair to see who is providing what in terms of materials for the Contest officials.

The Checklist: Just Before the Briefings Begin is a list of items to be addressed at the Contest site prior to the start of the briefings so that you and the Contest Chair can effectively conduct your briefings. Plan to arrive **early enough** to take care of these items.

The Tiebreaking Judge Briefing is intended to be read verbatim prior to the briefings. Consider briefing this judge a day before the Contest.

The Judges Briefing, the Timers Briefing, and the Ballot Counters Briefing are also intended to be read verbatim. **IMPORTANT: Do NOT delay the briefings.** Consider briefing one group at a time if it will help you stay on schedule.

AFTER YOU COMPLETE THE BRIEFINGS, get the completed Speaker's Certification of Eligibility and Originality forms from the Contest Chair.

LIST OF ITEMS TO BRING TO THE CONTEST

1. A zipped folder or attached files, emailed to each judge that contains all the necessary Judges Guides and Ballots, one ballot per Contest:
 - a. International Speech (1172)
 - b. Humorous Speech (1191)
 - c. Tall Tales (1181)
 - d. Evaluation (1179)
 - e. Table Topics (1180)
2. A zipped folder or attached files, emailed to the tiebreaking judge containing the necessary Tiebreaking Judge's Guide and Ballot, one ballot per Contest:
 - a. Tiebreaking International Speech (1188)
 - b. Tiebreaking Humorous Speech (1191A)
 - c. Tiebreaking Tall Tales (1181A)
 - d. Tiebreaking Evaluation (1179A)
 - e. Tiebreaking Table Topics (1180A)
- ❖ **NOTE: Each judge should be ready to submit their ballot digitally via the agreed upon communication method (emailed or texted photo, cropped screenshot of the bottom section of the ballot, or entire ballot with the scoring section blank, etc). These must be sent simultaneously to the Chief Judge and Ballot Counters. The Tiebreaking Judge's ballot will be sent and collected only by the Chief Judge.**
3. Blank Judges Certification of Eligibility and Code of Ethics Forms (1170)
4. Current Rulebook (1171)
5. Results Form (1168)
6. Notification of Winners forms (1182), one per Contest
7. Counter's Tally Sheets (1176), three per Contest
8. Time Record Sheets (1175), one per Contest for each timer
9. Contact list with name, email, and phone number of all the Contest officials
10. Extra pens
11. A copy of this document

12. Blank Contest Winner Announcement Script forms, one for each Club, Area, or Division Contest, along with an envelope in which to submit completed ballots.

CHECKLIST: BEFORE THE BRIEFINGS BEGIN

- ❖ Select the method of electronically reporting results with Contest Chair. Collect contact information of those who will receive the Contest results (Contest Chair, Chief Judge; Zoom Host, Primary Ballot Counter).
- ❖ Create a contingency plan for announcing winners in case of Wi-Fi disruption.
- ❖ Charge batteries for primary and back-up devices. Upload and organize forms and folders on desktop or on secondary device for easy retrieval, if needed.
- ❖ Obtain a description of the speaking area from the Contest Chair.
- ❖ Work with the Contest Chair and Zoom Hosts to be sure that the timing signals are visible to all Contestants.
- ❖ Request that Zoom Hosts create breakout rooms for pre-Contest briefings and for post-Contest ballot counting. Submit list of breakout room attendees to Zoom Host(s). (Do not designate the Tiebreaking Judge)
- ❖ Ensure that officials are assigned to their respective breakout rooms upon entering the Contest.
- ❖ Email ALL FORMS to officials at least five days prior to the Contest. Request that officials review the materials, including the briefings, and address questions.
- ❖ Ensure that completed Judge's Certification forms are submitted to you at least two days prior to the Contest.

TIEBREAKING JUDGE BRIEFING

NOTE: Brief the tiebreaking judge in **private** before the Contest date. Confer with them on the Contest date, prior to the briefing the judges, timers, and ballot counters.

1. Thank you for participating as a judge in this virtual speech contest and attending this [online] briefing.
2. Confirm receipt of their signed/e-signed Judge's Certification form. If needed, email the form. You must receive the form prior to the start of the contest.
3. A tiebreaking judge's goal is to **rank each Contestant in order** in each Contest.
4. Use the Judge's Guide and Ballot and the following Judging Process:
 - *Sign/e-sign/type your name at the bottom each Ballot. **Unsigned ballots will not be counted.** Your typed name is an acceptable signature.*

- *Read and familiarize yourself with the Judging Criteria and the Judge's Code of Ethics on the second page of your ballot.*
- *In case the Contest roster has changed, please reconfirm that you are still eligible to judge all contestants based on the level of the contest.*
- Write Contestant names across the top of the ballot in speaking order, either left to right, or right to left. The Contest Toastmaster will provide the speaking order.
- At the conclusion of a speech, you will be given one minute of silence to score the Contestant based on each criterion, then add up the scores.
- *After the last speech, please rank all Contestants in order in the Ballot section. Break your own ties, if needed. Do this as promptly as you can.*
- You are not required to award placement based on your numerical scores.
- *Submit the ballot digitally via the agreed upon communication method. Send it **ONLY** to the Chief Judge. The Chief Judge will be available to address technical challenges via text, email, or call. (Confirm contact information)*
- If a protest is lodged, you will participate in a protest hearing. Protest rules and procedures will be reviewed later in this briefing.
- *Delete or destroy the top portion of your Judge's Guide and Ballot after the Contest. Do not discuss your notes or decision with anyone. Please refrain from ALL public criticism of the Contest.*
- *Do not record and or repost recorded portions of the Contest.*

5. Judging is to be done only according to the Judge's Guide and Ballot. The following reminders will help ensure fairness:

- Age, sex, race, creed, national origin, or professional beliefs are not considerations.
- *Judge each speaker only on today's performance, not on past performance or reputation. How well a speaker has done in the past or could have done is not a consideration.*
- The first and last speakers are not to be judged differently from those in the middle.
- Do not give a break to the "underdog" (e.g., a new or handicapped Toastmaster).
- Do not give extra credit to a speaker because they have successfully competed in Contests before.
- Do not judge speakers based on your norms or your Club norms (e.g., use of lecterns, notes, or recognizing the Toastmaster, etc.).
- Do not judge the speakers based on audio/video quality; camera angles; physical settings or objects in the background.
- Judge without concern for speech time duration. Timers will handle timing disqualifications.

- ***If you experience lost audio/video connection during any speech, immediately inform the Chief Judge or the Contest Chair via private chat, text, email and/or phone call.***
6. *Describe the speaking area to the Tiebreaking Judge.*
 7. The following is about Protests:

Protests are limited to eligibility, originality, and reference to another contestant's speech and must only be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned.

The chief judge, contest chair, voting judges, and contestants must not consider protests from audience members.

- Quoted material may be used but it must be identified.
- If a Contestant does not give credit to quoted sources, this is grounds for protest.
- If a speech is **more than 25% non-original, even if** credit is given to the source, this is grounds for protest.
- Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.
- *Type PROTEST in the subject line OR write PROTEST clearly on your ballot slip/voting stub before submitting it to the chief judge.*
- *Before a contestant can be disqualified on the basis of originality, or for referencing another contestant's speech, the contestant must be given an opportunity to respond to the voting judges.*
- *I will convene a protest hearing. After the protested Contestant makes their case, the judges will discuss/consider all the evidence then vote. A majority of the voting judges must concur in the decision to disqualify. All decisions of the voting judges, and qualifying judges are final.*

JUDGES BRIEFING for VIRTUAL CONTESTS

1. *Thank you for participating as a judge in this Contest and attending this online briefing.*
2. *Confirm receipt of signed/e-signed Judge's Certification form. If needed, email the form to them. You must receive it prior to the start of the contest.*
3. A judge's goal is to select 1st, 2nd, and 3rd place in each contest.

4. *Sign/e-sign/type your name at the bottom of each Ballot. **Unsigned ballots will not be counted.** Your typed name is an acceptable signature.*
 - Read and familiarize yourself with the Judging Criteria and the Judge's Code of Ethics on the second page of your ballot.
 - *In case the Contest roster has changed, please reconfirm that you are still eligible to judge all contestants based on the level of the contest.*
 - Write Contestant names across the top of the ballot in speaking order, either left to right, or right to left. The Contest Toastmaster will provide the speaking order.
 - At the conclusion of a speech, you will be given one minute of silence to score the Contestants based on each criterion, then add up the scores.
 - *After the last Contestant, please rank Contestants in order in the Ballot section. Break your own ties, if needed. Do this as promptly as you can.*
 - *If invited, please accept the invitation to a Judge's Breakout room, where you will complete and submit ballots. The Chief Judge and Ballot Counters will support judges in submitting ballots AND confirm receipt of your completed ballot before releasing you back to the Main Gallery.*
 - You are not required to award placement based on your numerical scores.
 - *Submit the ballot digitally via the agreed upon communication method. Send it **ONLY** to the Chief Judge. The Chief Judge will be available to address technical challenges via text, email, or call. (Confirm contact information)*
 - If a protest is lodged, you will participate in a protest hearing. Protest rules and procedures will be reviewed later in this briefing
 - *Delete or destroy the top portion of your Judge's Guide and Ballot after the Contest. Do not discuss your notes or decision with anyone. Please refrain from ALL public criticism of the Contest.*
 - *Do not record and or repost recorded portions of the Contest.*
5. **Judging is to be done only according to the Judge's Guide and Ballot. The following reminders will help ensure fairness:**
 - Age, sex, race, creed, national origin or professional beliefs are not considerations
 - Judge each speaker only on today's performance, not on past performance or reputation. How well a speaker has done in the past or could have done is not a consideration.
 - The first and last speakers are not to be judged differently from those in the middle.
 - Do not give a break to the "underdog" (e.g., a new or handicapped Toastmaster).
 - Do not give extra credit to a speaker because they have successfully competed in previous Contests.

- Do not judge speakers based on your norms or your Club norms (e.g., use of lectern, notes, or recognizing the Toastmaster, etc.)
- *Do not judge the speakers based on audio/video quality; camera angles; physical settings or objects in the background.*
- Judge without concern for speech time duration. Timers will handle timing disqualifications.
- ***If you experience lost audio/video connection during any speech, immediately inform the Chief Judge via text, email and/or phone call.***

6. *Describe the speaking area to the Judges.*

7. The following is about Protests:

Protests are limited to eligibility, originality, and reference to another contestant's speech and must only be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned.

The chief judge, contest chair, voting judges, and contestants must not consider protests from audience members.

- Quoted material may be used but it must be identified.
- If a Contestant does not give credit to quoted sources, this is grounds for protest.
- If a speech is **more than 25% non-original, even if** credit is given to the source, this is grounds for protest.
- Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.
- *Type PROTEST in the subject line OR write PROTEST clearly on your ballot slip/voting stub before submitting it to the chief judge.*
- *Before a contestant can be disqualified on the basis of originality, or for referencing another contestant's speech, the contestant must be given an opportunity to respond to the voting judges.*
- I will convene a protest hearing. After the protested Contestant makes their case, the judges will discuss/consider all the evidence then vote. *A majority of the voting judges must concur in the decision to disqualify. All decisions of the voting judges, and qualifying judges are final.*

TIMERS BRIEFING for VIRTUAL CONTESTS

Thank you for participating as a timer in this Contest and for attending the briefing.

- *Each timer should have a timing device (stopwatch, cellphone, tablet, etc.), visible timing signal/indicators (virtual or manual cards), and manual timing cards as backup in case of timing light malfunction.*
- *Any visually impaired Contestant may request and must be granted a form of warning signal of their choosing. Examples of acceptable warning signals: buzzer, bell, a person announcing times at the appropriated intervals (i.e., five, six, seven minutes).*
- *Virtual backgrounds may contain the name or initial of each corresponding color. For example, GREEN or G; YELLOW or Y; RED or R.*
- *In all speech Contests, no signal may be given for the overtime period. No Time Clocks may be displayed during any Contestant presentation.*
- *Please test timing signals prior to each Contest to ensure they are working properly and can be seen.*
- ***If you are using virtual backgrounds, ensure that YOUR IMAGE OR MOTIONS do not obstruct or distort the speaker's view of the signal colors. Timers can cover their camera to avoid distracting Contestants.***
- *Both Timers will time each Contestant's speech and have timing signals prepared. Both Timers will MUTE audio, unless the Contestant requires an audible warning signal.*
- *Primary Timer (#1) will have their video ON during the Contestants' speech. They will be "pinned" to the speaker's view during the speeches. Secondary Timer (#2) will have their Audio & Video OFF during the Contestant's speech. **If the Primary Timer experiences a technical issue, the Secondary Timer will turn on their video and (unmute audio, if necessary).***
- *Both Timers should individually complete a Timer's Record Sheet.*
 - *Primary Timer (#1) will electronically submit their record sheet to the Chief Judge at the end of the Contest.*
 - *If the Primary Timer experience loss of audio/visual connection during any presentation, they must notify the Chief Judge immediately. The Secondary Timer will continue to time the presentations.*
 - *The Secondary Timer will submit their complete timing record to the Chief Judge.*
- ***IMMEDIATELY NOTIFY THE CHIEF JUDGE OF ANY TECHNICAL FAILURE.***
 - *In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.*

Chief Judge Briefings

- Prior to announcing results, the Contest Chair must announce if time disqualifications occurred, but not name the contestant(s) involved.
- Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or **timers** are permitted to immediately interrupt to correct the error.

Timing will begin with the Contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the Contestant but would include any other communication such as sound effects, gestures, a staged act by another person, etc. (*Go over the times.*)

SIGNALS	International	Humorous	Tall Tales	Evaluation	Table Topics
Green	5:00	5:00	3:00	2:00	1:00
Yellow	6:00	6:00	4:00	2:30	1:30
Red	7:00	7:00	5:00	3:00	2:00

Display the GREEN signal at the appropriate time. Leave it visible until it is time to display the YELLOW signal. Leave the yellow signal visible until it is time to display the RED signal. Leave the red signal displayed until the speaker concludes their speech. Do not give any indication or signal that a Contestant has exceeded the qualification time.

Are there any questions regarding speech timing requirements?

The Toastmaster will request one minute of silence between Contestant speeches. Determine which of you will do the timing, who will notify the Toastmaster, and how you will give the notification (e.g. voice, green light/card, raised hand).

After the last Contestant has finished, submit your completed Timing Record to the Chief Judge via the agreed upon method (i.e., email, text, photo, or fax). Report any timing signal malfunctions in your remitted record. Briefly describe:

- *Name of Timer*
- *Name of Contestant*
- *Type and duration of malfunction.*
- *Remedy/resolution*

For the Evaluation Contest only: Time the Test Speech (5-7 minutes) so that the Test Speaker knows when to conclude. After the Test Speech is completed, Timer 1 will accompany the Sergeant-at-Arms and the Contestants to the holding area (breakout room) where the Contestants will have five minutes to complete their preparation notes. Begin timing as soon as the Sergeant-at-Arms says to begin. When five minutes are up, notify the Sergeant-at-Arms and then return to the room (Main Gallery) where the Contest is being held to time the Evaluations.

Are there any questions?

BALLOT COUNTERS BRIEFING for VIRTUAL CONTESTS

Thank you for participating as a ballot counter in this Contest and for attending the briefing.

**** At club contests, two (2) counters are appointed, unless impractical. At Area and Division contests, two (2) counters must be appointed. At District contests, three (3) counters must be appointed. ****

COLLECTING BALLOTS (Virtual Contests)

In the Virtual Contest, the Chief Judge will designate a Primary/Lead Ballot Counter to serve as a temporary proxy in case of a loss of connectivity or other technical issue.

We will begin with the process for collecting ballots.

- *At the end of the Virtual Contest, the voting judges will submit their ballots to the Chief Judge (and possibly also the ballot counters or the primary ballot counter) via the agreed upon communication method.*
 - *Judges and Ballot Counters may receive an invitation to the Chief Judge Breakout room. If invited, please accept the invitation.*
 - *While in the breakout room, remain silent while judges complete and remit their ballots to the Chief Judge and Ballot Counters.*
 - *The Chief Judge will confirm (verbally or in private chat) receipt of each judge's ballot and release the corresponding judge back into the Main Contest Gallery.*
 - *No judges will be present while ballots are tallied.*

Are there any questions regarding the process for collecting ballots?

COUNTING/TALLYING BALLOTS (Virtual Contests)

****In the event that Chief Judge experiences technical issues or lost connections, the Lead Ballot counter may begin proofing ballots for validity. Lead Ballot Counter must report ANY discrepancies, to the Chief Judge (electronically) AND to the Contest Chair. AWAIT FURTHER INSTRUCTIONS before tallying results. ****

We will now review the process for counting ballots. First, check to ensure that each judge's ballot is signed, and that first, second, and third places have been entered. *TYPED SIGNATURES ARE ACCEPTABLE*. If there are only two Contestants, then ensure that first and second places have been entered. If there is only one Contestant, then ensure that first place has been entered. **Immediately inform the Chief Judge if multiple ballots are received electronically from any judge.**

As Chief Judge you may:

A) disqualify invalid ballot(s)

B) contact the judge electronically and request clarification and or correction.

Use your best judgment when deciding your course of action

Once you have only valid cut-away ballots (Voting Stubs), use the Counter's Tally Sheet to tally the scores. Write the names of the Contestants in speaking order across the top of the form. I (or Lead Counter) will read the names of the judges – write their names on the left side of the form in the order they were read.

The Chief Judge will examine the time record sheet and determine if there are any time disqualifications. If there are, the names of disqualified Contestants will be stricken from the tally sheets.

I (or the Lead Counter), will then read each ballot, indicating which Contestants were 1st, 2nd, and 3rd. Write the appropriate number of points given by each judge under each Contestant's name. 1st place receives 3 points, 2nd place receives 2 points, and 3rd place receives 1 point. Next, total the score for each Contestant. When the count is complete, we will compare all scores on our individual Tally Sheet to ensure accuracy, and if not, resolve any discrepancies.

If there is a tie for any of the top three positions, the Tiebreaking Judge's ballot will be used to break the tie. If the Chief Judge loses connection, call or text them so that they can consult the Tiebreaking ballot (received only by the Chief Judge). For example, if there is a tie for second place, then second place will be awarded to the tied Contestant that is highest ranked on the

tiebreaking judge's ballot and third place will be awarded to the tied Contestant that is lower ranked on the tiebreaking judge's ballot.

When all discrepancies are resolved and ties are broken, write down the order of finish on your Tally Sheet. The Chief Judge (or Lead Counter) should REMIT THIS ELECTRONICALLY TO THE CONTEST CHAIR & Cc: (or add to group text) ALL BALLOT COUNTERS.

Once the results have been tabulated and verified, the Chief Judge records the ranking of all contestants on the Notification of Contest Winner form (Item 1182), which is submitted to the Contest Chair of the next level or to World Headquarters in the case of the International Speech Contest at the District level. The Chief Judge records the names of the winners in reverse order on the Results Form (Item 1168) and gives it to the contest chair.

If the winner announcement made at the end of the Contest is different from the order on the electronically remitted Tally Sheet, immediately interrupt the proceedings so that the announced results can be corrected by saying: *"Point of Order! Contest Chair/Chief Judge, please check the results before proceeding."*

Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, **ballot counters**, or timers are permitted to immediately interrupt to correct the error.

Are there any questions regarding the process for counting ballots?